

CITY OF SALISBURY
WORK SESSION (VIA ZOOM MEETING)
AUGUST 3, 2020

Public Officials Present

Council President John “Jack” R. Heath
Councilwoman Angela M. Blake

Council Vice President Muir Boda
Councilwoman Michele Gregory

Public Officials Absent

Mayor Jacob R. Day
Councilwoman April Jackson

In Attendance

City Administrator Julia Glanz, Infrastructure and Development (DID) Director Amanda Pollack, Police Chief Barbara Duncan, Colonel Dave Meienschein, Captain Howard Drewer, City Attorney Mark Tilghman, City Clerk Kimberly Nichols, and interested citizens.

On August 3, 2020 the Salisbury City Council convened in a Work Session at 4:30 p.m. via Zoom. The following is a synopsis of the topics discussed:

Certificate of Appreciation Presentation to Terri Gladus

City Administrator Julia Glanz presented the Certificate of Appreciation to Terri Gladus and thanked her for being an instrumental advocate for the City’s Sustainability Initiatives. Ms. Gladus resigned from the Salisbury Green Team, since she would be leaving Salisbury to continue her education. As Chair of the Green Team,, she worked on projects for the City including policy initiatives, Green Business Certificate Program for businesses, and research for the National Folk Festival. Ms.Gladus thanked the City for allowing her to get involved. If it was not for the great relationship of the City and the University which allowed the path for her to help, she was unsure if she would have.

Sustainability Coordinator Alyssa Hastings said it was an honor to serve with Ms. Gladus the past three years. DID Director Amanda Pollack thanked Ms. Gladus for her work on the Green Team.

Council thanked Ms. Gladus for all her hard work, welcomed her back and wished her luck.

Resolution to expand Disability Advisory Committee membership from seven to nine members

Ms. Glanz reported the legislation would increase the membership of the Disability Advisory Committee from (7) to (9) members. This year was pivotal in the way society thinks about certain populations and their needs. COVID has helped the City recognize that there were major gaps, and new people have recently come forward wishing to become involved. She did not want to turn them away because the membership limit was full, and it was time to get some new people involved.

Council reached unanimous consensus to move forward with the resolution.

Comprehensive Connection Charges Waiver for development in Downtown area

Ms. Pollack explained the EDU Incentive Area was soon ending, as the bank of 300 EDUs for the Downtown area and Enterprise Zones was reduced to the remaining 28 EDUs. Council met in Work Session recently to discuss with her a new program to entertain waiver requests and promote the goals of growth in the Downtown area. She discussed the following criteria in the proposed code:

1. The project location was within either the Central Business Zoning District or the Riverfront Redevelopment Zoning District.
2. The project must be either new development or revitalization of an existing building.
3. The project does not receive a capacity fee waiver.
4. The project must comply with all applicable zoning and building code criteria, stormwater management code and all requirements of the Salisbury Historic District Commission.
5. The project was identified in the Envision Salisbury Master Plan adopted via Resolution No. 2600 dated March 17, 2016 or the project meets the objectives identified in the Plan.
6. The project shall provide a public benefit by constructing bicycle infrastructure, sections of the Urban Greenway, Riverwalk and/or Rail Trail, public street-scaping elements, or public amenities; or the project exceeds stormwater requirements; or the project utilizes sustainable or green building practices.

DID would review waiver requests before sending to the Mayor and Administration for review, and each request would come before Council for approval. The fee waivers would be valid for two years. If a project was not started within the period, there would be an option to extend the waiver for two one-year terms. The waiver would not be transferrable.

Mr. Boda liked the criteria referencing that there must be a public benefit required for projects. Mses. Blake and Gregory said Ms. Pollack's explanation was very clear and understandable.

Council reached unanimous consensus to advance the legislation to legislative agenda.

The Ross Easements

Ms. Pollack reported First Move Properties, LLC was seeking a Temporary Construction Easement (TCE) and Ongoing Maintenance Easement (OME) for the alley between 130/132 East Main Street and the Parking Garage. The TCE would allow the walking bridge's construction between The Ross Building to the parking garage's top floor. The OME was for maintenance of the walking bridge.

President Heath asked Attorney Michael Sullivan about the previous discussion when it was said each of the individual property owners would have to approve an easement, and asked if the requirement had changed. Mr. Sullivan said all of the property owners executed an acknowledgement indicating they were comfortable with the walking bridge and the alleyway closure.

Council reached unanimous consensus to support the easements and advance the legislation.

Police Department Restructuring

Colonel Dave Meienschein reported due to the recent retirement of Major Scott Kolb, the SPD analyzed the command and subordinate supervisory structures as they related to additional effective and efficient oversight of the patrol and administrative function. He discussed the proposal to freeze the Major's position to fund another officer as a one-year test. The goal was for more efficiency and accountability while saving taxpayer funds in salary & fringe benefits. He said that it would keep the total authorized manpower the same at 103 officers. The SPD would take advantage of the salary savings in the difference between the salary of a Major and a police officer to create (1) additional Sergeant and (2) additional Corporals necessary for the restructure. (See attached spreadsheet which is included as part of the minutes)

Chief Duncan said the restructure was paired with the services the SPD wanted to provide to the community and would allow the department more efficiency and a better use of the Admin group. The focus was to bring back Community Policing in the neighborhoods, rebuilding trust and relationships, and being more accessible to the community. The lieutenants would take on more true administration within the agency, start learning more about commander of operations, and assume more responsibilities within their administrative rank.

Council reached unanimous consensus to move forward with the Police Department restructuring.

Charter Changes (City Clerk, Deputy City Administrator and Lease Limits)

City Clerk

Ms. Glanz explained the City Clerk Charter Amendment referred to the Clerk also being Treasurer. The Clerk used to hold that title, but the City did not have a Treasurer anymore. The goal was for the charter to represent the structure as it currently was.

Deputy City Administrator

Ms. Glanz explained several years back the City restructured the entire City, and added two Deputy City Administrators. They tried having two for a year and a half, and found two unnecessary, with one Deputy working out well for the past three years.

Competitive Bidding and Lease Terms

Ms. Glanz explained they initially started looking at just leases, but found that the examples went from community gardens to larger development projects. The City was pigeon-holed with the current three-year Charter language. When Council and Administration saw fit, they would like to bring a project forward and waive the leasing term.

Mr. Tilghman noted the Charter never capped the length of term for leases but required leases beyond three years be put out for competitive bid. When out for competitive bid, the Council had the power to reject them for any reason. Recently, several people have come to the City looking for leases where the City only wanted to deal with the particular individual. The language ensures that when those types of circumstances arise, the Council would examine it to decide if it should be put out for public bid. He noted it was a better and more honest reflection of what the City could do.

President Heath wanted to ensure that such projects as these always come before Council first.

Council reached unanimous consensus to advance the Charter Amendments to legislative agenda.

Ordinance to allow Electronic Meeting participation

Ms. Glanz reported the purpose of the ordinance was for Administration and the Council to be able to continue participating in electronic meetings after the pandemic was over. This meeting type enabled participation in Council Meetings and task forces, and the public has participated much more during this pandemic period than before. The legislation included guidelines for notifying when participation could not be taken place in person. IS Director Bill Garrett, Keith Eagle and Tom Tyler at PAC 14, the City and County were upgrading Council Chambers to enable all of the entities to smoothly return to Council Chambers and to enable electronic public participation.

Council reached unanimous consensus to advance the legislation to legislative agenda.

Donation of Turkey Deli Meats from Perdue Farms for employee food pantry

Ms. Glanz reported the City’s Wellness Committee created a food pantry for employees, and it was unfortunate that they had to discuss the topic. A pantry in the City’s Business Center was opened for employees, and Perdue Farms donated 2,000 pounds of deli turkey meat valued at \$8,000.

Council reached unanimous consensus to advance the donation to legislative agenda.

Public Comments - There were no requests for Public Comments.

Council Remarks

Mr. Boda said it was good to see everybody this week and hoped everyone would be safe this evening from the wind and rain coming. Keep an eye on your neighbors, and if anything was damaged, let Field Operations know. If there are downed lines, do not touch them.

Ms. Blake asked everyone to be safe and prepared for the hurricane. For those healthy enough, please donate blood. The Eastern Shore is very, very low and many people need the gift of blood.

Ms. Gregory reiterated what Mr. Boda and Ms. Blake said. A storm was coming in- look out for neighbors. Please wear a mask when out in the public and ensure it covers your nose and mouth.

President Heath reminded everyone that if you were healthy enough, to please give blood. Be safe, not just through the pandemic, but watch for the storm coming. Salisbury could either get brushed by or get hammered. Everybody be careful and have a great evening.

Adjournment

With no further business to discuss, the Work Session adjourned at 5:16 p.m.

Kimberly R. Nichols
City Clerk

John R. Heath
Council President

To: City Council
From: Colonel Meienschein
Subject: Proposed Restructure and Salary Savings

Due to the recent retirement of Major Scott Kolb we have taken the opportunity to analyze both our command and subordinate supervisory structures as they relate to additional effective and efficient oversight of the patrol and administrative function as well as improving upon the police services provided to our community. We are proposing a restructure plan to be implemented for 1 year as a test phase with a goal of realizing a greater degree of efficiency and accountability while also savings taxpayer funds in salary & fringe benefits.

The monetary savings is possible within this restructure by downgrading the funding for the position of Major and funding the position as a Police Officer. Taking this approach, the SPD total authorized manpower remains the same at 103 officer. The SPD is taking advantage for the salary savings in the difference between the salary of a Major and a police officer to create the (1) additional sergeant and (2) additional corporals necessary for the restructure. (See attached spreadsheet)

CURRENT COMMAND/SUPERVISORY STRUCTURE:

Chief of Police – 1
Assistant Chief – 1
Major -1
Captain – 2
Lieutenant – 6
Sergeant – 7
Corporal – 7

PROPOSED COMMAND/SUPERVISORY STRUCTURE:

Chief of Police – 1
Assistant Chief – 1
Captain – 2
Lieutenant – 6
Sergeant – 8
Corporal – 9

SIGNIFICANT CHANGES:

- The proposed restructure will result in a net salary & fringe savings of approximately \$120,982.42. The SPD could use some of this savings to fill with a recruit police officer position and still realize a savings of approximately \$39,244.28. By converting the Major position to a police officer does not affect total number of authorized personnel which will remain at 103 of which 7 currently frozen.
- The Assistant Chief would assume additional duties connected to the command of the Administrative Division of the SPD.
- 1 additional position at the rank of sergeant is required
- 2 additional positions at the rank of corporal are required
- Lieutenants assigned to patrol function would no longer be primarily assigned to desk duties
- Improved leadership development
- Improved efficiency of customer service
- Continued commitment to community policing, with more opportunities to build relationships with our community

In a larger sense, this restructure will essentially flatten the upper command level of the agency and allow for the development of patrol squad lieutenants in line with their administrative responsibilities. This will provide an avenue of critical skill set growth for those assigned to the rank of police lieutenant necessary for advanced leadership responsibilities within the agency. Lieutenants in their new role will move from the singular function of squad commander into a more dynamic role where they assume additional areas of upper administrative responsibility within the department. The new role, which will still include field level responsibilities, will require individuals in this position to focus on the development of sergeants who will be functioning as squad commanders.

The addition of a sergeant within this new supervisory plan will provide each of the four patrol squads with a sergeant as a squad commander. The addition of two corporals will provide each of the four squads with two corporals. These added supervisory positions not only create opportunity for movement within the agency but also allow for greater leadership development of individuals aspiring to take on increased responsibilities.

With this plan we are intentionally looking to push supervisory and leadership development down through the department. The expansion of supervisory strength in this manner will also extend and deepen our capability for oversight within the rank structure of our agency which will provide for improved policing services for our city. Finally, this new structure will allow for increased community policing opportunities in our neighborhoods.

Please refer to the accompanying documents for further information.



